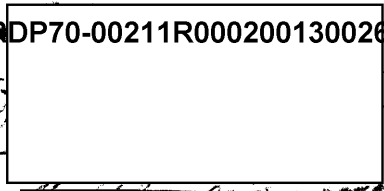


CONFIDENTIAL



Chief, Management Staff

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 17 October 1956

25X1A9
A
25X1A9
A

I. WORK COMPLETED

a. Program Promotion and Publicity

(1) Intelligence Products Exhibit, 11 October
Suggestion Awards Exhibit was shown at CIA's Intelligence Products Exhibit 11 October to about 100 Agency employees.

(2) Briefing of Chief, FI/MI

On 11 October Mr. [redacted] briefed Mr. [redacted], Chief, Records Integration, on the Suggestion Awards Program. Mr. [redacted] reported that to date 16 awards totaling \$1465 have been paid for adopted suggestions submitted by FI employees since 1952.

25X1A9A

25X1A9
25X1A9
A

b. Records Disposition

(1) 59 folders containing closed Special Panel suggestions were processed and sent 12 October to Chairman/ Special Panel for retention. These will be retained by Mr. [redacted] for 6 months and then sent to Records Center (RFP Area).

(2) Approximately 300 folders containing closed suggestions cases were sent to Records Center 17 October. This will save about 4 feet of safe drawer space.

25X1A6A

25X1A9
A

c.



d. Processing - Round Robin

Round Robin packet 46 including 12 suggestions recommended for disapproval was sent to Committee members on 11 October for review. Packet 45 of 10 suggestions disapproved for adoption was returned from review by Committee members 16 October, and all letters notifying suggesters of turn-downs have been sent.

II. WORK IN PROGRESS

a. First Quarter Report to JCS

Artwork for charts has been completed by RFP/Graphics Shop and sent to Printing Plant for reproduction.

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25X1

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